

KITTITAS COUNTY WATER DISTRICT #7
SUNLIGHT WATERS
P.O. Box 161, Thorp, WA 98946

Letha Ihrke, Commissioner

Roger Swansen, Commissioner

Vince Konkler, Commissioner

MINUTES of the regular meeting of the Board of Commissioners, held **January 12, 2022**, at the Sunlight Waters Country Club. The meeting was held in person in a large well-ventilated room, with sufficient space for distancing requirements for seating, with masks and sanitizer available. Those attending were Commissioner Letha Ihrke, Commissioner Roger Swansen, Commissioner Vince Konkler, Water Operator Carl Nelson, Bonnie Callecod, and Clerk Mary Wise.

The meeting was called to order by Commissioner Vince Konkler at 7:29 p.m.

The minutes of the regular meeting held December 8, 2021 were read. Letha moved and Roger seconded to approve the minutes. The motion passed.

Treasurer's Report:

Fund 670 010*	Balance as of 12/8/2021:	195,150.53
(General Fund)	Expended claims payments	6055.98
	Expended payroll	5577.20
	Water Sales	12,911.48
	Excise Tax	848.26
	Balance as of 1/12/2022:	197,277.09
Fund 670 022	Balance as of 12/8/2021:	54,916.11
(Capital Improvements Fund)	Deposits (New Connection Fees)	0.00
	Expenditures	0.00
	Balance as of 1/12/2022:	54,916.11
Fund 670 031	Balance as of 12/8/2021:	35,712.41
(Fund to repay Public Works Trust Fund Loan)	Water Tank Assessment (10.00/pmt)	2390.00
	Supplemental Deposit (3.00/pmt)	717.00
	Payment	0.00
	Balance as of 1/12/2022:	38,819.41
	OUTSTANDING BALANCE OF DWSRF LOAN	113,915.88

Total Monthly Revenues	16866.74
Total Monthly Expenditures	11633.18

Comparison to last year:

Fund 670 010*	Balance as of 12/9/2020:	214,001.83
(General Fund)	Expended claims payments	1645.77
	Expended payroll	4311.13
	Correction on November claims form	1.86
	Water Sales	9325.95
	Excise Tax	638.44
	Balance as of 1/13/2021:	218,011.18

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Fund 670 022	Balance as of 12/9/2020:	7,718.00
(Capital Improvements Fund)	Deposits	0.00
	Expenditures	0.00
	Balance as of 1/13/2021:	7,718.00
Fund 670 031	Balance as of 12/9/2020:	29,103.58
(Fund to repay Public Works Trust Fund Loan)	Water Tank Assessment (10.00/pmt)	2100.00
	Supplemental Deposit (3.00/pmt)	630.00
	Payment	0.00
	Balance as of 1/13/2021:	31,833.58
	OUTSTANDING BALANCE OF DWSRF LOAN	136,699.05

Kittitas County Water District #7
General Ledger Report
(from Kittitas County Office of the Treasurer)
12/1/2021 to 12/31/2021

670 010 Kittitas County Water District #7 Maintenance
(Operating Budget)

Beginning Cash on Hand	\$217,878.13
Total Received	\$9,214.34
Total Disbursed	-\$13,778.45
Ending Cash on Hand	\$213,314.02

670 022 Kittitas County Water District #7 Capital Improvements

Beginning Cash on Hand	\$42,916.01
Total Received	\$0.00
Total Disbursed	-\$0.00
Ending Cash on Hand	\$42,916.01

670 031 Kittitas County Water District #7 Maintenance
(PWTF Loan Repayment Funds)

Beginning Cash on Hand	\$30,979.35
Total Received	\$2,288.00
Total Disbursed	\$0.00
Ending Cash on Hand	\$33,267.35

Ending Bonds Outstanding \$113,915.88

Roger moved and Letha seconded to approve Treasurer's Report. The motion passed.

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Maintenance Report

Water pumped through December 2021: 27.24 acre-feet
Water pumped through December 2020: 26.99 acre-feet
Water pumped through December 2019: 23.18 acre-feet

Water pumped January 1-31, 2021: 482,000 gallons
Water pumped February 1-28, 2021: 482,000 gallons
Water pumped March 1-31, 2021: 525,000 gallons
Water pumped April 1-30, 2021: 542,000 gallons
Water pumped May 1-31, 2021: 779,000 gallons
Water pumped June 1-30, 2021: 1,124,000 gallons
Water pumped July 1-31, 2021: 1,344,000 gallons
Water pumped August 1-31, 2021: 1,072,000 gallons
Water pumped September 1-30, 2021: 813,000 gallons
Water pumped October 1-31, 2021: 556,279 gallons
Water pumped November 1-30, 2021: 630,731 gallons
Water pumped December 1-31, 2021: 528,720 gallons

Gallons billed for October 2020 through April 2021: 3,017,027 gallons
Gallons billed for May 2021: 715,567 gallons
Gallons billed for June 2021: 1,088,040 gallons
Gallons billed for July 2021: 1,183,800 gallons
Gallons billed for August 2021: 975,870 gallons
Gallons billed for September 2021: 684,980 gallons

Billing during the winter is estimated on minimum usage. (The last meter reading before winter was taken on 9/30/2021.)

Letha reported pumping has been fairly regular at 20-21 per day. There are good residuals at about .43. the recent snowstorm caused some trouble getting to the pumphouse. Jerry Cosand plowed it out. water pumped finished out the year at 27.24 acre-feet.

Old Business

Current water connections: 233 active accounts (out of 267 available connections).

Managers' Reports – there was nothing to report that was not covered in other topics on the agenda.

Capital Improvements update (including income survey) – an income survey will be required if Kittitas County Water District #7 wants to pursue funding. a community block grant (CDBG) is the only one Kittitas County Water District #7 can conduct. All the rest will need to be conducted by an unaffiliated third party. The third party make all responses entirely confidential. Residents are assigned random numbers. Responses re sent directly to the third party, without any names attached. Kittitas County Water District #7 personnel never see individual responses. The third party compiles the figures and totals them, but never knows the names of those who have submitted them. Kittitas County Water District #7 will be assisted by John and Cathi. If customers want to pay for the entire project themselves, they won't need to have an income survey. The

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commissioners decided that it would be best to conduct a survey for any grants for which they apply.

Levy options - Does the water district want to conduct a financial survey of customers? – Covered in the topic above.

Seeking Engineering Services / Funding – the commissioners approved the most recent draft of the Request for Qualifications (RFQ). They requested Mary to submit it to the Office of Minority & Women's Business Enterprises (OMWBE) and the Northern Kittitas County Tribune. The commissioners asked for paper copies of the scoring sheets.

Clerk procedure manual progress report – it is finished except for a few updates (such as tax rate changes).

New Business

Water Operator's Report (Repair & Maintenance Work) – There needs to be access to the hydrants. Carl has dug out several of them. There was a power outage on 12/27/2021. Carl took the pump off line until the power was restored. The pump is running well. Carl inspected it for trouble. A resident had trouble with his spigot. Carl had to dig out the meter for access. Letha will keep monitoring the pumphouse readings for any spikes. Carl has been working on the water operator manual. So far, he has maps of the system. Carl will make a copy for each of the commissioners. <Action item for Carl>.

Cross training of commissioners for emergencies – Carl will make a list of duties for cross-training the commissioners. <Action item for Carl>.

Do the commissioners wish to have the water operator present at monthly meetings?
If so, what should be the compensation if any? – The commissioners discussed this and the consensus was that they do want the water operator to attend the monthly commissioners' meetings. Letha moved and Roger seconded to require the water operator to attend the commissioners' monthly meetings, and to pay him his regular hourly water operator pay. The motion passed.

Search for new clerk – Mary introduced Bonnie Callecod. She is the candidate for the clerk position, replacing Mary as clerk. The commissioners interviewed her and reviewed her qualifications. Letha moved and Roger seconded to hire Bonnie as Kittitas County Water District #7 clerk, beginning 1/12/2022, at a monthly salary of \$1250.00, with an additional \$100.00 per each meeting the commissioners require her attend beyond the month commissioners' meetings. The motion passed.

Managers' Report – There were no reports.

Open discussion – There were no guests.

Policy/procedure for locking off meters that are unreachable – The commissioners will amend the policy to include wording to the effect that meters needing to be pulled will be pulled, or if the meter is unreachable (as frozen in the winter). The customer will be sent a letter letting them know the account is closed, and the meter will be pulled as soon as physically possible without notice.

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Disconnection of service for one delinquent account – a letter will be sent as in the above paragraph.

Potential Delinquency Log (customers owing more than \$94.00) (payments are due 1/13/2022) – The commissioners reviewed the list.

Added Topics

Carl asked about the possibility of being paid for being available during the winter, when there are fewer outdoor tasks to perform. The commissioners said they would discuss this.

Letha pointed out that snow plowing was very expensive, and the plower did not come after the worst snowfall. The commissioners' consensus was not to use that plower again. Letha will contact him and let him know. <Action item for Letha>. The commissioners agreed to have Jerry Cosand plow out the pumphouse area.

Kittitas County **CLAIMS PAYMENT REQUEST (fund 670 010):**

Vendor #	Vendor Name	Code	Item	Budget Code	Payment Amount
06915	LABTEST	Op/M	Tests: Bacteria; Haloacetic acids (inv. #14708; 14920; 15191; 15392; 15607; 15807; 15853; 15984)	670 010 5340040	930.00
00406	THE COPY SHOP	Adm	Copies (trans. # 267076)	670 010 5340030	8.23
00317	JERROLS	Adm	Notebook tabs; Ideal clamps (inv # 740901)	670 010 5340030	43.82
02513	KITTITAS CO AUDITOR-RECORDING	Adm	Lien Removal Fee (inv. #120019)	670 010 5340040	18.00
02594	EVERGREEN RURAL WATER OF WA	Adm	Annual membership dues (inv. #44810)	670 010 5340040	163.20
D0025	THE HARTFORD	Adm	Insurance district truck 1/15/2022-1/15/2023 (account. # 12458101)	670 010 5340040	738.00
00363	KNUDSON LUMBER CO	Op/M	Pumphouse portable radiator heater (inv. #239831)	670 010 5340030	64.97
	NORTHWEST LANDSCAPING AND DESIGN	OP/M	Snow plowing (5 times) (inv. #216)	670 010 5340040	769.50
D0045	LANT, MICHAEL	Adm	Property sold – credit refund	670 010 5340040	21.65
D0022	NELSON, CARL B.	Adm	Online Workshop: Introduction to SCADA	670 010 5340040	100.00

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02977	WISE, MARY	Adm	Notebook case; labels; 4G phone	670 010 5340030	60.94
02977	WISE, MARY	Adm	Certified fees; postage dues	670 010 5340040	137.34
00137	EMPLOYMENT SECURITY DEPARTMENT	Adm	4 th quarter tax	670 010 5340020	34.61
00003	DEPARTMENT OF LABOR & INDUSTRY	Adm	4 th quarter insurance	670 010 5340020	379.69
00139	WA STATE DEPT OF REVENUE	Adm	4 th quarter utility tax	670 010 5340020	1732.70
00520	EMPLOYMENT SECURITY – PFML	Adm	Paid Family & Medical Leave (balance due for 4 th quarter)	670 010 520	.13
00110	INTERNAL REVENUE SERVICE – Employer Contributions <i>(held by Kittitas County Water District #7 to pay IRS via EFTPS)</i> DO NOT GENERATE WARRANT	Adm	Social Security & Medicare – Employer Contributions to IRS for January	670 010 5340020	349.23
				TOTAL	5552.01

PAYROLL:

Vendor #	Vendor Name	Item	Budget Code	Payment Amount	
02977	WISE, MARY	Payroll	670 010 53410	1346.51	
D0012	IHRKE, LETHA	Payroll	670 010 53410	697.96	
D0022	NELSON, CARL B.	Payroll	670 010 53410	1411.14	
01574	SWANSEN, ROGER	Payroll	670 010 53410	233.78	
00520	EMPLOYMENT SECURITY – PFML	Family Leave Act (FLA)	670 010 520	19.07	
00520	EMPLOYMENT SECURITY – WA Cares	WA Cares	670 010 520	26.51	
00110	INTERNAL REVENUE SERVICE – Employee Contributions <i>(held by Kittitas County Water District #7 to pay IRS via EFTPS)</i> DO NOT GENERATE WARRANT	Tax, Social Security & Medicare – Employee Contributions to IRS for January	670 010 520	829.23	
				TOTAL	4564.20

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Roger moved and Letha seconded to approve the claims and payroll. The motion passed.

The commissioners approved 670 010 Claims Payment Request in the amount of \$5552.01.

The commissioners approved payroll in the amount of \$4564.20.

Total approved for claims & payroll: **\$10116.21.**

The next regular meeting was set for: February 9, 2022, 7:00 p.m.

The meeting was adjourned at 9:16 p.m.

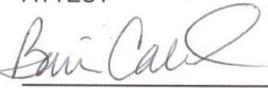
Board of Commissioners:


Letha Ihrke, Commissioner


Roger Swansen, Commissioner


Vince Konkler, Commissioner

ATTEST


Mary Wise, Clerk
Bonnie Callwood